

ACAP

Army Career & Alumni Program

ACAP (IMSE-KNX-HRM-A-219)
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ACAP Home Page: www.acap.army.mil

TRANSITION STARTS HERE

PHASE I – DD Form 2648, Pre-Separation Counseling Checklist

No later than 90 days to ETS, Retirement or Separation Date, IAW Public Law Title 10, USC 1142

Monday, 0830-1000 **Monday-Wednesday,** 1330-1500

Building 1109-C, Room 112

PHASE II – Training TAP 3-Day Workshop

Held weekly. Open to all ranks.

Tuesday,

0800-1630, DoL instructor

Wednesday,

0800--1630, DoL instructor

Thursday,

0800-1200, DoL instructor 1300-1630, Voc. Rehab briefing

Building 65, Room 108

Retiree Workshop

Held monthly. Restricted to retirees.

Tuesday, No ACAP appointments, clients may schedule RSO or other briefings.

Wednesday,

0800-1630, DoL instructor

Thursday,

0800-1630, DoL instructor

Building 1109-B, Room .023

TRANSITION SUCCESS...

YOUR FUTURE AT YOUR FINGERTIPS!

PHASE III - Resources

- Monday Friday
 - o One-on-One Counseling, 60 minutes o Review Practice Interviews
- Thursday, Specialty Seminars
 - o Resumix, 1st, 3rd & 4th Thursday at 1330-1630
 - o Internet Resumes, 2nd Thursday at 1330-1630
 - Building 1109, Room 112

PHASE III - Resources

- Friday, ACAP 2-hour Computer Workstation, choose the best time for your schedule
- 0800-1000 * 1000-1200 * 1300-1500
- Job Postings Board
- Fax

• Copier

- Phone
- Laser Printers
- Internet
- Building 1109, Room 112

ACAP CLIENT SERVICES

PHASE I - PRESEPARATION COUNSELING (DD2648)

Title 10, USC 1142 requires Pre-separation Counseling be made available to all departing service members. Provides general information about the separation process including overview of veteran benefits and entitlements. Service Provider Referral Sheet is provided to assist in obtaining specific information on a given entitlement.

PHASE II - TRAINING

Topics include learning the resume writing process, cover letters, networking tips, interview techniques, and how to conduct an effective job search. Two types of workshops are offered:

- A weekly <u>3-Day Workshop</u>, Transition Assistance Program, Open to all ranks. (Tuesday - Thursday).
- A monthly <u>2-Day Retiree Workshop</u>, Transition Assistance Program, Restricted to individuals retiring. (Wednesday – Thursday).

PHASE III – TOOLS / COMPUTERS / COUNSELING / ADDITIONAL RESOURCES

Workstation

- ACAP XXI Computer System Writing Tools; Computer System Research Tools: Job Analyzer and CHOICES; and Computer System Practice Interviews.
- Internet Connection.

Transition Counseling

- One-on-one appointments to discuss Individual Transition Plan 30 minutes.
- One-on-one appointments to discuss the jobsearch process/resume development – 1 hour.

Specialty Seminars

- CPOL Resumix Learn tips and the process for the database system used to process applications for Department of the Army jobs.
- Advanced Resume Writing Provides an indepth look at skills assessment, resume formatting, and effective writing techniques.

IMPORTANT PHONE NUMBERS

Call for the most current information including date and times of briefings

Active Duty Retention			
Central Exams			
 Automated phone system. 		Part	I -
Select option "Central Exams			
Reserve Career Counselor			
Dept. of Employment Services			
Education Center			
Finance		569/4	365
■ Retiree Briefing – 624-6569/	4365		
 Separations Briefing – 624-64 	116/ 4365		
Fort Knox Information		624-1	000
KY Small Business Development Cen	ter 270-	765-6	737
Retirement Services Officer		624-1	765
 Retirement & Survivor's 	Benefits	Prog	ram
Group Briefing - 2 nd Tuesday			
Transition Center	624-1	404/6	283
 Pre-Transition Briefing - I 			
contact for briefing time		•	
 Officers contact 624-6283 			
Transportation	624-39	43 / 3	927
Daily Briefing			
Troops To Teachers(88	88) 598-76	567 x	236
• Alt. number (502) 564-4606,			
Veterans Affairs		624-8	387
 General benefits – weekly bri 	efing		
 STEP/BBD Program – Daily 	briefing		
 Voc Rehab, Contact 942-3250 			
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